

# Word Processing

## Individual Event

### Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

### Eligibility

- Each local chapter may enter one (1) member.
- Participants must not have competed in this event at a NLC.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.

### Procedure

- One hour is allowed for the production portion of this event. Additional time will be allowed for general directions and warm-up.
- The production test will be administered by a school administrator at the home school. The time allowed for the administration of the exam must run continuously once the exam is started and cannot be broken into multiple sessions.
- Advisers may accompany participants to the testing site and may assist in equipment set-up. Advisers must leave the site prior to the testing.
- At the SLC site, participants must compete in a one-hour written objective test which will constitute 15% of their total score. If the written portion of this event is not taken, the students will be disqualified.

### Administration of Events

RLC	SLC
Production test administered <b>at home school</b> . <b>An onsite testing administrator will need to be submitted with the chapter's registration.</b>	Production test administered <b>at home school</b> .
RLC Testing Window: Refer to the WI FBLA Events Calendar	SLC Testing Window Refer to the WI FBLA Events Calendar
Completed production test materials must be submitted to RLC Host School and arrive by <b>the third Friday in January</b> .	Completed production test materials must be submitted to the State Office and arrive by <b>the first Wednesday in March</b> .
Written objective test taken at RLC makes up 15% of total score.	Written objective test taken at SLC makes up 15% of total score.
Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed. Number 2 pencils are required for this event.	Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed. Number 2 pencils are required for this event.
If objective test is not taken at RLC, participant is disqualified.	If objective test not taken at SLC, student is disqualified.
Participants <b>MAY</b> use a dictionary, Standards of Mailability and the Format Guide at the production test site, but not on the objective test.	Participants <b>MAY</b> use a dictionary, Standards of Mailability and the Format Guide at the production test site, but not on the objective test.
Top THREE finishers advance to SLC competition.	Top THREE finishers advance to NLC competition.

## **Word Processing – Continued**

### **Judging**

- Judging will be based on accuracy of printed copy, as related to the Format Guide (see *FBLA-PBL Chapter Management Handbook*) and formulas (if applicable).
- Points will be deducted for typographical errors on all problems.
- All decisions of the judges are final.